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27 July 1970

MEMORANDUM FOR: 25X1A [] SSA-DDS

FROM : Support Services Historical Officer (SSHO)

SUBJECT : Routine Reporting on Area Support Activities

REFERENCE : Oral Request from SSHO at SSA-DDS Meeting
of Support Chiefs, 1 July 1970

1. You may recall that at your meeting with the Support Chiefs on 1 July 1970, I asked those in attendance if they could do two things to assist the historical staff:

a. Identify and preserve documents of potential historical value.

b. Draw up lists of the routine reporting on overseas support activities--monthly reports, activity reports, quarterly reports, or whatever--that are regularly received by their areas.

2. When I met with the group on 22 July 1970, I failed to inquire about the status of Item 1 b, above; and I wondered if, in fact, such lists have been prepared by the Support Chiefs?

3. Perhaps you could inquire about the lists at one of your next meetings and urge that they be completed. The information would be helpful to those in the DDS who are writing on various aspects of overseas support activities.

4. If you would like, the lists could be mailed directly to me at 203 Key Building.

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ext. 2621

25X1A

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